

Opening Date: September 20, 2019
Closing Date: Open Until Closed
Work Location: Austin, Texas
Posting Number: 20-01
Monthly Salary: \$5,000.00-6,650.00
Group/Class: B22/0212; B24/0213; B26/0214
Travel %: 5%
Division/Department: O&A/IT/IT Operations/Database Administration
Number of Positions: 1

*** Salary commensurate with experience and qualifications**

REVISED

JOB VACANCY NOTICE

Database Administrator

II/III/IV

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701*

*Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142*

*Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

Veteran's Preference

Veterans, Reservists or Guardsmen with an MOS or additional duties that fall in the fields of 25B Information Technology Specialist, IT Information Systems Technician, 0671 Data Systems Administrator, 3D0X4 Computer Systems Programming or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position and are highly encouraged to apply.

Additional Military Crosswalk information can be accessed at

http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_InformationTechnology.pdf

Job Description Summary

Performs complex (journey-level) up to advanced (senior-level) database administration work. Work involves providing direction and guidance in database administration operations, planning, developing, maintaining, and monitoring integrated database systems; developing and implementing database policies and procedures; maintaining and verifying data integrity; providing for the efficient and effective storage, retrieval, customization, and archiving of data to ensure integrated database systems. May train and/or supervise the work of others. Works under general to minimal supervision, with moderate to considerable latitude for the use of initiative and independent judgment. Reports to the Manager of the Information Technology (IT) Operations Department.

Essential Job Functions

- Plans, coordinates, and supports the installation of database software and migrations to new data management system software levels and tests the migrations to ensure data reliability and functionality.
- Coordinates and provides application and database operations triage support to troubleshoot and resolve functional and performance issues encountered in production, development, and test environments.
- Provides advanced database development and oversees and/or modifies and maintains database structures.
- Performs logical and physical data modeling, evaluates relational database models, and reviews physical data models created from logical data models.
- Performs database performance monitoring and implements efficiency improvements.
- Designs, recommends, and implements procedures necessary to save, retrieve, and recover databases from hardware and software failures.
- Assists with capacity planning and monitoring.
- Performs data migrations, load, and/or updates.
- Modifies existing databases and database management systems.
- Develops and reviews standards, guidelines, and policies designed to ensure the integrity of the database environment.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.

The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.



The TWDB is in compliance with the Americans with Disabilities Act and makes reasonable accommodations for applicants and employees with disabilities. If a reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits of employment, please contact the Human Resources Division for assistance at (512) 475-2142. Deaf and hard of hearing applicants may contact our office via Relay Texas at 1-800-735-2989 (TTY/TDD).

HR-002 (Non-Supervisory)

Revised 09/10/2019

Job Vacancy Notice (cont.)

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- Develops goals and objectives for the use and improvement of an efficient and cost-effective database system.
- Maintains data standards; prepares and develops database documentation, procedures, and definitions for data dictionaries.
- Recommends and implements database security standards and controls, and user access levels.
- Evaluates and recommends database software packages for potential acquisition.
- Performs Quality Control Tests from the Labor (Time) Table.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- May supervise the work of others.
- Performs other duties as assigned.

Minimum Qualifications

Database Administrator II:

- Graduation from an accredited four-year college or university with major course work in Computer Science, Information Science, Information Technology or related fields.
- Three to five years of database administration experience with Microsoft SQL Server 2005/2008/2012/2016/2017.
- Relevant education and experience can be substituted on a year-for-year basis.

Database Administrator III:

- Graduation from an accredited four-year college or university with major course work in Computer Science, Information Science, Information Technology or related fields.
- Five years of database administration experience with Microsoft SQL Server 2005/2008/2012/2016/2017.
- Relevant education and experience can be substituted on a year-for-year basis.

Database Administrator IV:

- Graduation from an accredited four-year college or university with major course work in Computer Science, Information Science, Information Technology or related fields.
- Five to seven years of database administration experience with Microsoft SQL Server 2005/2008/2012/2016/2017.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

- Experience with SQL Server Reporting Services and Integration Services.
- Experience with Database Management and Development tools.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to Database Administration Team; and of the principles and practices of public administration.
- Knowledge of Windows Server 2003/2008/2012/2016.
- Knowledge of database concepts (table design, relationships, indexing strategies and normalization), backup and recovery, and maintenance plans.
- Knowledge of SQL Server Reporting Services and Integration Services.
- Knowledge of project management and software development lifecycle.

Job Vacancy Notice (cont.)

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- Knowledge of features and limitations of current Internet/Intranet web development technologies including .NET, C#, VBScript and JavaScript.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in constructing stored procedures.
- Skills in understanding the implications of new information for both current and future problem-solving and decision-making.
- Skills in negotiating and facilitating work-related interaction with professionals in order to achieve goals and objectives.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.
- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 5% of the time, primarily within the State of Texas.
- Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.